

## TRAFFIC OPERATIONS LEADWORKER

PURPOSE: Direct and coordinate the work activities of crews performing maintenance operations on traffic signal systems and street lighting systems.

### FUNCTIONS:

1. Supervise and perform installation, repair, and maintenance on traffic signal systems and street lighting systems.
  - \*A. Supervise and perform installation and troubleshooting on traffic signal and street lighting systems.
  - \*B. Supervise and perform cleaning, maintenance, and repair of traffic signal and street lighting systems.
  - \*C. Supervise and perform rebuilding, installing, connecting, calibrating, and checking electronic and electrical equipment.
  - \*D. Supervise and perform installation, repair, and maintenance on other City electrical systems as necessary.
  - \*E. Review designs and plans for installation of new traffic signal and street lighting systems.
  - \*F. Inspect the work of contractors for proper operation and compliance with contract specifications.
  - \*G. Produce designs and specifications for small electrical systems within the City.
  - \*H. Supervise and perform maintenance on tools and equipment.
  - \*I. Arrange for and/or approve the purchase of equipment and supplies.
  - \*J. Investigate complaints regarding the operation of traffic signal and street lighting systems.
  - \*K. Respond to emergencies during both on- and off-duty hours.
  - \*L. Maintain records as required.
  - \*M. Perform related work as assigned.
2. Organize and direct the activities of assigned personnel.
  - \*A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
  - \*B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
  - \*C. Establish work standards and complete employee evaluations.
  - \*D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
  - \*E. Train personnel in correct and safe operating procedures.
  - \*F. Recommend adjustments or other actions in employee grievances.

- \*G. Communicate with employees using various and multiple means to keep them informed and knowledgeable.
- \*H. Direct all work to accomplish assignments in the safest manner possible.

### JOB REQUIREMENTS:

#### 1. Education and Experience

- † A. A verifiable combination of education and experience equivalent to two years which demonstrates a proficiency in electronic/electrical maintenance and repair.

#### 2. License Requirements

- † A. Possess and maintain a Class A Master Electricians' License.
- † B. Possess and maintain a Minnesota Commercial Driver's License Class B or equivalent.

#### 3. Knowledge and Skill Requirements

- † A. Extensive knowledge of electricity and electrical standards and electronics.
- † B. Knowledge of effective supervisory and personnel practices.
- † C. Knowledge of labor relations and applicable labor agreements.
- † D. Knowledge of budgets and budgeting.
- † E. Knowledge of computers and computer applications.
- † F. Extensive skill in the installation, repair, and maintenance of electronic and electrical signal systems and street lighting systems.
- † G. Skill in the application of safety precautions and safe work methods.
- † H. Skill in the application of laws, regulations, practices, and policies that pertain to traffic control systems and devices.

#### 4. Abilities

- † A. Ability to install, maintain, and repair electrical and electronic equipment.
- † B. Ability to read and interpret blueprints and electrical/electronic drawings.
- † C. Ability to coordinate, cooperate, and communicate effectively with private contractors, City departments, public agencies, co-workers, and the general public.
- † D. Ability to supervise others.

- † E. Ability to establish performance standards and goals.
- † F. Ability to interpret and apply safety rules.
- † G. Ability to maintain productive relationships with others, including subordinates and supervisors.
- † H. Ability to courteously and effectively handle complaints and/or requests.
- † I. Ability to schedule and supervise projects.
- † J. Ability to operate a motor vehicle in a safe and courteous manner.
- † K. Ability to exercise good judgement and tact.
- † L. Ability to attend work on a regular basis.
- † M. Ability to climb, balance, stoop, lift, push, pull, and carry, including the ability to climb to and work at heights up to 80'.
- † N. Ability to transport oneself to, from, and around projects, work sites, and public meetings.
- † O. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.

\* Essential functions of the classification.

† Minimum requirements necessary of the first day of employment.

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